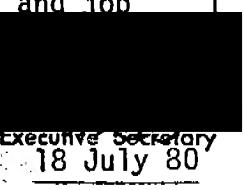


*OLC***EXECUTIVE SECRETARIAT (O/DCI)****Routing Slip**

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	DD/RM				
4	DD/NFA				
5	DD/CT				
6	DD/A				
7	DD/O				
8	DD/S&T				
9	GC				
10	LC	X			
11	IG				
12	Compt				
13	D/PA				
14	D/EEO				
15	D/Pers		X		
16	AO/DCI				
17	C/IPS				
18					
19					
20					
21					
22					
SUSPENSE DATE:					

Remarks:

To 10: You may want to tell them this is not our bag--other than to respond to inquiries re mission, etc. (PA) and job opportunities.



Executive Secretary
18 July 80

Date

STATINTL

Congress of the United States
House of Representatives
Washington, D.C. 20515
July 3, 1980.

PERS 80 325

Executive Registry
80-4799

Honorable Stansfield Turner
 Director
 Central Intelligence Agency
 Washington, DC 20505

Dear Admiral Turner:

The manner in which Government personnel deal with the public and respond to their inquiries and interests leaves lasting impressions, either positive or negative. Because this is a matter of great concern to the President, the Congress, and to all our citizens, we believe that Federal personnel must be encouraged to make special efforts to provide exemplary and courteous service to the public.

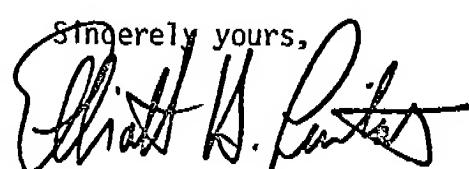
Our desire to bring about improvement in Government employees' responsiveness prompted the provision in the Civil Service Reform Act of 1978 that permits performance standards to include the extent of courtesy employees demonstrate to the public. To reinforce this provision and to underscore the importance that the President and the Congress attach to this issue, we propose to establish a program of awards to recognize individuals and groups that provide exemplary and courteous service to the public. The Office of Personnel Management, which provides leadership to the effort to improve courtesy to the public throughout Government, is cooperating in this recognition program and will provide criteria and nominating procedures.

We ask that you bring to their attention instances of courtesy and service to the public that substantially exceed normal standards and reflect favorably upon your organization and the Government generally. Annually, the best contribution will receive recognition at the Office of Personnel Management's honor awards ceremony.

We can contribute substantially to improving the image of the Federal worker, as well as Government services to the public, if we encourage courtesy by recognizing and publicizing the contributions of those who provide exemplary services. We look forward to learning of contributions from members of your organization.



Benjamin A. Gilman
 Member of Congress



Elliott H. Levitas
 Member of Congress

Approved For Release 2002/01/08 : CIA
ROUTING AND TRANSMISSIONAL CARD
Date ADP84-00688R000200140001-9

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. <u>Helen</u>		31 JUL 1
2. Chief, BSD	BS	31 Jul
3. DC/BSD (info)	GMA	7/31/80
4.		
5. BSD Files		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

I see no action to
take on this. If you
agree, we'll do nothing
OLC.

• 3
OK

STATINTL

31 Jul 80: Notified [REDACTED]
OLC, of above.

To #2: Please retain in your files.

Helen

DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

Approved For Release 2002/01/08 : CIA
OPTIONAL FORM 41 (Rev. 7-76)
ADP84-00688R000200140001-9